

Official resignation letter for international marriage move

Subject: Formal Resignation Notice - International Relocation

Dear [HR Manager/Supervisor Name],

Please accept this letter as formal notification of my resignation from my position as [Job Title] with [Company Name]. My final day of employment will be [Date], which provides the standard two weeks' notice.

I am resigning due to my upcoming marriage and subsequent permanent relocation to [Country].

This international move requires me to conclude my employment with the company as I will be unable to fulfill my duties from abroad.

During my tenure, I have strived to maintain high professional standards and contribute meaningfully to our department's objectives. I am prepared to assist in the transition process by documenting my current projects, training team members, and ensuring all pending tasks are completed or properly delegated.

I would appreciate guidance on the procedure for returning company property and completing exit documentation. Additionally, please advise on the timeline for processing my final paycheck and any applicable benefits.

I thank you for the professional development opportunities provided during my employment and wish the company continued success.

Respectfully,

[Your Full Name]

[Employee ID]

[Contact Information]

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